

Title: Reprographics Operator	Effective Date: June 27, 2013	Grade: VI	Job Category: Skilled Craft
Prior Title: Reproduction Operator, Diazo Printer Operator, Micrographics Technician, Offset Press Operator	Prior Effective Date: May 11, 2012	Grade: VI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for the production of reprographic materials utilizing a variety of reprographic equipment.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Operate, clean, and maintain Section equipment.
- Assist in maintaining operating supplies.
- Provide customer assistance.
- Provide assistance as needed throughout Section.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to lift 50 pounds.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)